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Commission on
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HOW TO GET THAT APPOINTMENT

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HOW TO GET THAT APPOINTMENT TO A BOARD OR COMMISSION

[- Alameda co. Comm. on status of
women]

women in politics

Directorate East bay area
County govt

A Handbook Prepared by the
Informational Exchange Committee

March, 1976

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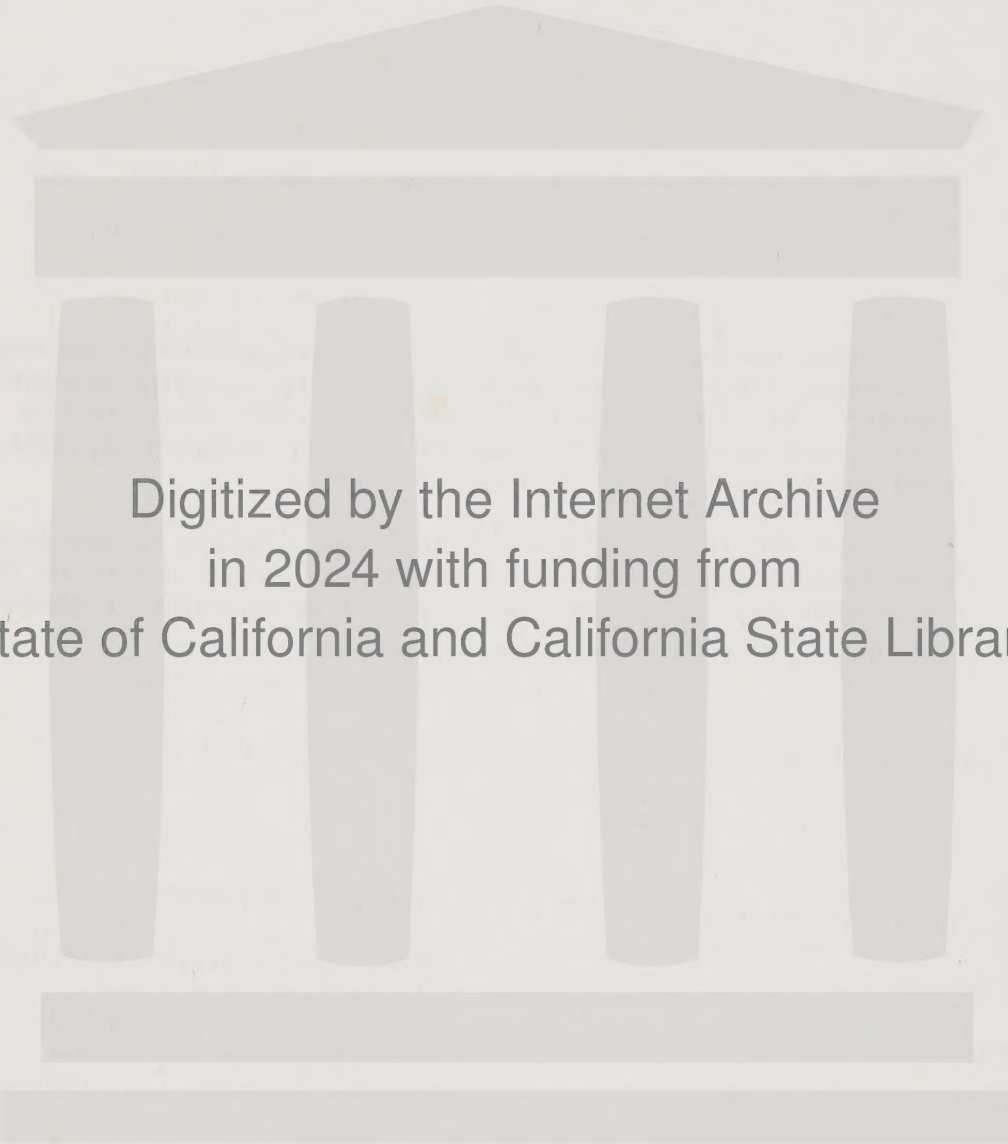
FOREWORD

This handbook was prepared by the Informational Exchange Committee (IEC) for the conference "How to Get That Appointment!" It is designed to be used in conjunction with the conference held at the College of Alameda on March 13, 1976, and should prove to be of value thereafter.

The IEC is a coalition of East Bay chapters of the American Association of University Women, the Junior League of Oakland-East Bay, Inc., and the League of Women Voters organizations in the East Bay.

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INTRODUCTION

Today our government may be the best example of the increased complexities of everyday life. Yet at all levels of government, decisions are being made daily that affect every aspect of our lives. One way that we can take part in this decision-making process is to serve on a board or commission. A board or commission is made up of citizens appointed to advise a governing body on programs, budgets, personnel, and proposals in one particular subject area. In some cases, boards administer programs and disburse funds.

In order that a board or commission make decisions which reflect the will of the people, it is necessary that qualified members be appointed from a broad segment of the community. Women and minorities need to be adequately represented on these boards and commissions for many reasons, among them:

1. The decisions made by boards and commissions are often crucial to women as workers, as consumers, and as citizens;
2. Women represent a majority of the population and therefore have the right to have their views responded to by government; and
3. Women are particularly able, by virtue of experience and availability of time, to tap the attitudes, concerns, and ideas of larger interest groups within the community.

This handbook has been prepared as a supplement to the March, 1976 IEC Conference "How to Get That Appointment!" We hope that the information will appear neither too complex nor too simple, for the reality of the appointment process lies somewhere in between. Both the handbook and the conference are designed to help you know the following:

1. Where the opportunities exist for participating at local and state levels of government;
2. How to assess your personal qualifications for serving on a board or commission;
3. What categories of boards and commissions exist at the local, county, and regional levels in the East Bay, and at the state level in California; and
4. The process involved in applying for and seeking appointment to a board or commission.

In the past, women have been well-known as "doers" and effective volunteers in our society; the present also demands that women become known as advisors and decision-makers. Get that appointment to a board or commission and take part in deciding how your government will work!

PART I: THE PROCESS OF GETTING APPOINTED TO BOARDS OR COMMISSIONS

SECTION 1: GETTING STARTED

Somehow in the last few years, you've become "involved". You've become knowledgeable about a particular issue, interested in seeing a particular program implemented or improved in your community, or served on a citizens' committee which sought to bring an issue to the attention of the public. Or perhaps the issue has been something that has recently touched your life, such as child care, and you realize how inadequate the existing program is.

Your commitment may not be to an issue itself, but to the quality of decisions being made in your community, and you see that better decisions would result if the people involved were better organized, better prepared with appropriate information, and attended meetings regularly. You begin to realize that you might be able to improve on the job being done. You are thinking of ways you could contribute new ideas and improve the decisions being made if you were serving on the board. That's when it is time to start thinking about getting appointed to a board or commission.

Requirements for appointment usually include local residency, expertise, experience, or interest in the purpose of that particular commission. In reality, the support you muster in your behalf is equally important.

Types of commissions run the gamut of human affairs from aging to youth, and from agriculture to transportation. Not all communities and levels of government have the same boards; however, commissions and boards fall into general categories and have similar titles from locality to locality. The following chart shows the types of boards and commissions which fall into these basic categories. Looking over the chart may give you an idea of the advisory groups for which you would be best suited. It will also give you an idea of the title to use when inquiring about whether your community or county has this kind of commission.

Serving on a board or commission is not the only way you can take part in the decision-making and advisory process within your community. The Grand Jury is composed of appointed members; school boards often have standing or adhoc appointive committees. Your church may have advisory boards. Although this handbook has been designed particularly for governmental boards and commissions, the information can be used in applying for other advisory groups. See Section 5 in Part II for more information on regional advisory agencies, the Grand Jury, and school boards.

GENERAL CATEGORIES OF BOARDS AND COMMISSIONS

| <u>Children's Services</u> | <u>Cultural</u> | <u>Health</u> |
|--|---|--------------------------------------|
| Delinquency Prevention Commission | Landmarks Preservation Commission | Alcoholism Advisory Board |
| Juvenile Justice Commission | Arts Commission | Drug Abuse Board |
| Family & Children's Services Advisory Commission | Library Commission | Mental Health Advisory Board |
| Child Health & Disability Prevention Board | Museum Commission | Council on Aging |
| <u>Business & Transportation</u> | <u>Land Use Planning</u> | <u>Services</u> |
| Transportation Commission | Housing Authority | Civil Service Board |
| Alcoholic Beverage Control Board | Community Development | Municipal Employees Retirement Board |
| Consumer Affairs | Housing Advisory Board | Sewage Services Advisory Board |
| | Zoning Commission | Police & Firemen's Commission |
| | Planning Commission | |
| | Local Agency Formation Commission (LAFCO) | |
| | Airport-Land Use Commission | |
| <u>Resources</u> | <u>General Welfare</u> | <u>Others</u> |
| Parks & Recreation Commission | Human Relations Advisory Board | Commission on the Status of Women |
| Recreation and Natural Resources Commission | Manpower Advisory Board | Board of Education |
| Bay Conservation and Development Commission | | Public Utilities Commission |
| Water Quality Control Board | | Grand Jury |
| Recreational Trails Commission | | |
| Solid Waste Management Board | | |

Note: Remember that these arbitrary divisions are suggestions, and not all-inclusive of the boards and commissions that exist.

SECTION 2: RESEARCHING A BOARD OR COMMISSION

Having determined your area of interest, you will want to pinpoint the particular board on which you think you can be most effective, or to which you may have the best chance of being appointed.

A word of caution: In some cases, less important boards are used by appointive officials to groom people for more responsible levels. While serving on a very local level may not be appealing, it will give you valuable experience and make you a more attractive candidate for a more important position later on. Be willing to start small!

Information about boards and commissions is available from the following sources:

City Level: City clerks have information and applications.

County Level: In Alameda County, call or write: County Clerk, or Office of the Board of Supervisors, County Administration Building, 1221 Oak Street, Oakland, CA 94612.

Information Number: 874-6754.

In Contra Costa County: Call or write, County Clerk or Public Information Officer, 725 Court, Martinez, CA 94553.

Information Number: 372-4098. Clerk's Office: 372-2371.

Persevere! Sometimes you will not receive all the information you need. Write and call back until you do. It is important to find out all that you can about a commission or board before you apply. The form on the next page can help you determine the information you need to know.

Once you have the basic information from the Fact Sheet, it is time to obtain other equally important information about the operation of the board or commission. You can do this by:

1. Attending meetings and reading minutes of past meetings.
2. Talking to board members, both past and present.
3. Talking to people or organizations that have been affected by board decisions.
4. Talking to organizations such as AAUW or LWV who have regular volunteers observing these meetings. These observers may have helpful insights unavailable anywhere else.
5. Reading newspaper reports, if any, of the board; calling the news editor for his point of view.
6. Most Important: Start thinking of ways you might contribute by serving, either through your experience, skills, and expertise, or through the contribution of new ideas and approaches.

BOARD/COMMISSION FACT SHEET

TITLE:

Address:

Phone:

Meeting Place:

Meeting Time:

FUNCTION AND JURISDICTION LEVEL:

FUNDS ADMINISTERED BY BOARD/COMMISSION:

DUTIES OF MEMBERS AND TIME INVOLVED:

REPRESENTATION OF MEMBERS: (1)

MEMBERS AND ADDRESS: (2)

LENGTH OF TERMS AND EXPIRATION DATES: (3)

REMUNERATION: (4)

APPOINTING OFFICIAL: (5)

Notes:

1. Number of women, men, types of backgrounds. Is there a predetermined composition to the board (Called slotting) that requires so many attorneys, union members, minorities, professionals, etc?
2. This will enable you to talk to commission members, ask them questions, etc.
3. Find out what appointments will be expiring and think about applying for them as much as six months in advance. Also try to find out if anyone is considering resigning before his/her term of office expires.
4. Can you afford to serve on this board or commission? Is the job full time, part time, or a few hours a month?
5. Who makes the appointments? Why? (To repay political debts?) What political affiliation is required? If you worked for the opponent in the last election will you be disqualified? Will your membership in other groups hurt or enhance your chances? What kind of people does the appointing official support?

SECTION 3: ASSESSING YOUR QUALIFICATIONS

Researching the boards in your area of interest has probably enabled you to compare yourself with present board members. You have learned they are usually not superbeings. In fact, you may have discovered a board member whose only interest in that board is as a stepping stone to another position, or who is serving on many boards and commissions so as to add their names to his political resume, or who was appointed to the board mainly because she was the wife of a wealthy and influential businessman.

How do you convince an elected or appointed official that you have the qualifications to serve as a board or commission member?

You will have to submit your qualifications with your application, and therefore it is imperative that you go over everything you have ever done with a finetooth comb to elicit the many skills and abilities that you may not realize you already have.

1. Your Interest in the Board

Start writing down everything you have ever done. Probably one of your best qualifications is your interest, for it implies a willingness to put in the time and work necessary to do a good job. But you will have to back up that willingness with a demonstrated ability to get things done well.

2. Volunteer Work

One important source for this documentation comes from volunteer work. Many women have excellent skills and experience acquired through volunteer work which they discount because they were volunteers, and not paid employees. Assisting in the classroom, organizing the Fourth of July parade, or coordinating library volunteers all indicate that you have important skills; the ability to motivate other people, to listen to other's opinions, to organize, etc. Think about other skills you have acquired through volunteer jobs.

3. Professional Work

List your professional experience. Emphasize the portions which pertain to the board or commission on which you wish to serve.

4. Affiliations

Then list your education, personal, and professional affiliations, and any other interest you have pursued that you think will build your case.

5. Personal Abilities

Start looking at yourself in terms of your personal abilities. Be prepared to tell others (while building support, in writing your resume, and in an interview) about these qualities you have that you think can be helpful. Consider the following list -- which qualities apply to you?

| | |
|--------------------------|--------------------------|
| Above-average IQ | Broad scope of knowledge |
| Self-motivated | Ability to work within |
| Cooperative | guidelines |
| Research skills | Flexibility |
| Ability to function | Confidence |
| effectively within | Tolerance for stress |
| an organization | Ability to plan |
| Decision-making ability | Sound judgment |
| Tolerance for individual | Innovative |
| differences | Analytical |
| Creative | Goal-directed |
| Ability to relate to | Self-directed |
| a wide variety of people | |

You will be surprised when you finish your list at the number of qualifications you have. Use this information when you start to write your resume.

SECTION 4: BUILDING SUPPORT FOR YOUR APPOINTMENT

Just as important as knowing all you can about a board or commission is knowing what support is available, and how to obtain it.

It is especially important to seek support from those who know the appointing authority or know assistants or persons close to him or her. Also helpful is support from well-known and respected persons, particularly if they are in the field in which you are interested. Use your judgment and that of those in the know to gear your appeal to the individual appointing authority.

* Seek support from community groups in which you have been active, as well as those that are concerned with the activities of the position you are seeking.

* Seek support from political groups, women's groups, elected officials (especially those of the same political background as the appointing authority).

* Seek support from prominent persons in the community, professional organizations, unions, knowledgeable people, and even friends and relatives who may be in a position to help.

If you don't know any of these groups or people make an appointment to get to know them. Present your qualifications and ask for their endorsement.

Actively seek support. Tell everyone that you are seeking a position. You may meet someone who "knows someone" who can help you. Sell yourself to them, and don't hesitate to suggest that you would like them to write you a letter of recommendation. Better yet, have a rough draft prepared.

One of the best ways you can inform others of your interest in serving on a board or commission is to sign up with a talent bank in your area. Talent banks are a recent resource developed by organizations to provide a catalog of persons according to interests, abilities, experience, and desired areas of involvement in the community. These talent banks are used as a reference by the organization when a recommendation for a specific position or activity is requested.

The value of the talent bank is in its availability as a ready reference of persons. By participating in a talent bank, you can become known, and when a recommendation is sought, you will be considered.

In Alameda County, the Commission on the Status of Women uses the form shown on pages 10 and 11 for their talent bank. Other groups in the East Bay that keep talent banks include the Oakland-Piedmont AAUW and the Concord Commission on the Status of Women.

Timing Your Support and Recommendations

Begin a planning timetable, so that you can meet the application deadline with appropriate support. It is never too early to start. Researching the commission and lining up support may take longer than you think. And the earlier you begin, the more time you will have to become known throughout the community.

In some instances, it is advantageous to time the arrival of support letters or calls so they arrive periodically during the time prior to the appointment, thus keeping your name familiar. Some support letters should be in the hands of the appointing authority prior to the personal interview (if there is one).

ALAMEDA COUNTY COMMISSION ON THE STATUS OF WOMEN

BOARDS AND COMMISSIONS TALENT BANK *

Please Print or Type:

Name: _____ Phone(s) _____

Home Address: _____

Mailing Address: _____

Specific Board(s) or Commission(s) for which you wish to
be considered: _____

In which supervisorial district do you reside? _____

Time available for Board or Commission activities (days of week,
evenings, hours, etc.) _____

Present Occupation: _____

Field of Interest (select one or more and rank your choices):

- | | |
|----------------------------------|------------------------------|
| _____ 1. Affirmative Action | _____ 22. Government/Elec- |
| _____ 2. Aging/Elderly | _____ toral Process |
| _____ 3. Alcoholism | _____ 23. Handicapped |
| _____ 4. Architecture | _____ 24. Health/Physical & |
| _____ 5. Arts/Culture | _____ Mental |
| _____ 6. Assessments | _____ 25. Historical |
| _____ 7. Athletics | _____ 26. Housing |
| _____ 8. Business/Commerce | _____ 27. Human Relations |
| _____ 9. Child Care | _____ 28. Juvenile Justice |
| _____ 10. Children/Youth | _____ 29. Labor/Unions |
| _____ 11. Civil Rights | _____ 30. Law/Legal Service |
| _____ 12. Civil Service | _____ 31. Library |
| _____ 13. Consumer Affairs | _____ 32. Parks & Recreation |
| _____ 14. Crime/Criminal Justice | _____ 33. Planning |
| _____ 15. Drug Use/Abuse | _____ 34. Police/Fire |
| _____ 16. Education | _____ 35. Safety |
| _____ 17. Employment/Training | _____ 36. Tourism |
| _____ 18. Energy | _____ 37. Transportation |
| _____ 19. Environment | _____ 38. Veterans |
| _____ 20. Family | _____ 39. Welfare |
| _____ 21. Finance | _____ 40. Women |
| | _____ 41. Other |

For the following, please list experiences which relate to the specific Board or Commission in which you are interested:

Employment Experience: _____

Volunteer Experience (include position/offices held): _____

Education: _____

Previous appointive or elective office: _____

What specific contribution(s) do you believe you could make to the Board(s) or Commission(s) for which you wish to be considered? _____

Can you think of any reason why your appointment to the Board(s) or Commission(s) in which you are interested would be a conflict of interest? _____

If more space is needed, please attach additional information or resume.

Signature _____ Date _____

*Please mail to: Alameda County Commission on the Status of Women, Talent Bank Committee, 401 Broadway, Fourth Floor, Oakland, CA 94607

SECTION 5: APPLYING FOR A BOARD OR COMMISSION

Introduction

By now it is assumed that you know the exact board or commission to which you want to apply. You have researched the board, you know how it is currently functioning, you have assessed your qualifications, and you have begun seeking support and recommendations. You are ready to apply!

Where to Apply

City Level: Call the City Clerk and ask for the application forms and deadlines.

County Level: Alameda County: County Clerk, Alameda County, 1225 Fallon Street, Oakland, CA 94612

Contra Costa County: County Clerk, Contra Costa County Administration Building, Martinez, CA 94553

State Level: Consult the Central Registry of Appointive Offices, available at each County Clerk's office, and at the Secretary of State's offices in Sacramento and Los Angeles. Note: Department appointments are not listed in the Central Registry. They include appointments to boards and committees under the Departments of Health, Water Resources, Food and Agriculture, Education, and Others. Information may be obtained by contacting the appropriate department.

How to Apply

In most cases, you must submit an application, resume, and cover letter to the appropriate person or office at the appropriate time. It does not hurt to submit a few letters of reference along with the application. If there is not a vacancy at the time, ask to be notified when a vacancy occurs (and continue checking back with them!).

City Level: Submit your application, resume, and cover letter. In many cases, a screening committee interviews applicants and makes recommendations to the mayor or city council (or appointing body). Some appointments are made by the mayor with the council's approval, and some by the council itself. Recommendation by the screening committee could be very helpful..

County Level: Submit your application, resume, and cover letter to the Board of Supervisors' office, and preferably directly to a Supervisor. Personal contact with one of the Supervisors or their assistants can be very helpful.

State Level: Write a letter to the Governor (or appointive department) enclosing a resume, expressing interest and stating clearly the appointment you are seeking and the reasons why you should be appointed.

SECTION 6: WRITING A RESUME

Your resume is a sales presentation. It represents you on paper, and helps convince the appointing authority that you are right for the job. Before preparing your resume, you should know two things: What you do best, and the goals of the board or commission to which you wish to be appointed. Then develop your resume so it is a picture of you in terms of your abilities and experience related to their needs.

Preparation for Writing a Resume

Assess yourself in the following terms:

1. Values -- personal reasons for desiring this position.
2. Abilities -- what kinds of activities can you perform?
3. Skills -- what have you learned to do?
4. Interests -- why does this field interest you? What other experiences have you had to prove your interest in this area?
5. Ambitions and goals -- how does this position fit in with your long-range goals?
6. Experience -- what experiences (volunteer, paid, personal, educational) have you had that will contribute to your job worth?)
7. Assets and talents -- what special traits do you have that especially qualify you for this position?

Developing a Resume

Develop your resume by filling in each of the following sections. A resume consists of five sections:

1. Basic Information -- name, address, city, phone number (make sure you list a number at which you can be reached during the day; if no one is at home, list a message number where someone is at home).
2. Objectives: This opening line should immediately let the reader know what your interests are. Name the specific appointment you want. Be brief and avoid philosophical statements here. (This statement for a job resume might describe the type of activities in which you would like to be involved, plus your long-range goals.)
3. Qualifications: A brief statement of your experiences (personal, educational, volunteer, paid) which are related to your objectives. It can be stated in a brief form with an emphasis on verbs (e.g. "directed...", "organized..."). Always state your strongest, most relevant experiences first.

4. Background: (An experience chronology). This is a statement of paid work experiences, educational background (if college level or specialized... and not included in qualifications), volunteer activities and special projects. The most important items should be stated first. For each position you mention, list descriptive title first, describe duties (leave out "typing and answering the telephone" but include "coordinating and developing a program"), then list the agency title only - no date, no address, nor supervisor. Slant descriptions toward your goals but be honest!

5. Optional: This section may include responsible but not relevant experiences. It can also list references if their names or titles are impressive. If they are not, simply state "References furnished upon request." Always include the telephone numbers of the references, as they will most likely be called.

Including a husband's name and occupation may sometimes be helpful. Political involvement may be included. Sometimes the appointing authority wants a member of the same party; sometimes they want a person of the opposite party. And sometimes the party affiliation will not be relevant.

In general, your resume should have the following characteristics:

1. Neat, well-organized (lots of white space on the page);
2. Attention getting (on good quality paper);
3. Easy to read (in 15 seconds); and
4. Divided into a few meaningful categories.

Two examples of resumes are shown on the following pages. Additional information on resume writing can be found in these books:

Angel, Juvenal Londono, Why and How to Prepare an Effective Job Resume. 5th ed., rev. and enl., New York: World Trade Academy Press, 1972.

Irish, Richard K., Go Hire Yourself An Employer. Garden City, N.Y.: Anchor Books, 1973.

Vogel, Ervin, How to Write Your Job-Getting Resume and Cover Letter. Brooklyn, N.Y.: Copy-Write Creations, 1971.

Nutter, Carolyn F., The Resume Workbook: A Personal Career File for Job Applications. 4th ed., rev., Cranston, R. I.

SAMPLE RESUME NO. 1

Nancy Hughes
2100 Claremont Blvd
Local Town, California 94623
(415) 835-3421

Goal: Appointment to the Local Parks and Recreation Commission

Qualifications: Qualified to direct sports programs for children as well as adults and to plan physical education programs geared to the needs and development of different age groups.

Experience:

Director of after-school sports program at Memorial Junior High for three years.

Volunteer Red Cross instructor in first aid and lifesaving courses for two years (given at the Central YWCA).

Brownie Leader, 1974 - 76.

Organized the activities of the Local Town Fourth of July Celebration.

Member of the American Association of University of Women, Topic Chair for "Conformity vs. Creativity: study group in 1975."

Have taken extension courses through the Bay Area College in:
"Motor Skills and Coordination in Preschool Children"

"Rhymes, Rhythm, and Song for the Preschool Child"

"Getting Back in Shape -- Physical Exercises for the Middle Aged"

"Rehabilitation for Stroke Victims"

Additional Information:

Husband: John F. Hughes (chemical engineer)

Children: Lisa (age 9)

Sammy (age 6)

Resident at present address for 5 years.

Graduate of California College (B.A. in Physical Education)

Member, First Lutheran Church

Member, Local Town Junior Women's Club

References furnished upon request.

SAMPLE RESUME NO. 2

Peggy Dickson
2721 Fremont Street
Concord, CA 94553
(415) 421-4975

GOAL: Appointment to the County Reorganization Committee

QUALIFICATIONS

Qualified to assume responsibilities in the areas of administration, research, public relations, legal analysis, technical writing, liaison or field representative, group organizing, counseling, program planning and evaluation.

BACKGROUND

Five years of professional and volunteer experience. Highlights:

- *Administered evaluation unit of a training program in seven western states.

- *Researched and assisted writing of corporations' funding proposals.

- *Created administrative manual and administrative efficiency system.

- *Traveled to act as liaison representative for area committees and corporation.

- *Analyzed, evaluated and edited legal, financial and real estate documents for management and company attorneys.

- *Developed community improvement plan by designing questionnaire, conducting fact finding meetings, analyzing data and writing plan.

- *Edited college textbook manuscripts.

- *Worked effectively with people from various backgrounds, including politicians, business managers, professional personnel, and racial and cultural minority persons.

- *See attached for details.

REFERENCES

Available upon request.

Sample Resume Attachment

Detailed Background Information

Consultant: Administrative assistant to president of research management firm. Researched and wrote funding for pre-apprenticeship training program, for Research and Planning, Inc., 1720 Main Street, Concord, California, 1974 to present.

Counselor-Administrator: Interviewed, counseled and referred clients. Gathered data, wrote and maintained records and reports. Organized conferences. Developed a health program for Kissing Monster Day Care Center, 70-80 Willoughby Street, Brooklyn, New York, 1972-1974.

Legal Analyst: Analyzed, evaluated and edited legal, financial, and real estate documents for management and company attorneys. Reviewed title reports, prepared escrow instructions and legal follow-up system. Acted as liaison between regional management field representatives and various corporate departments, for Sea Oil Company, 100 Bush Street, San Francisco, California, 1970 to 1971.

Administrative Assistant-Research Specialist: Assisted with research and writing of Corporation's funding proposal. Administered Evaluation Unit of seven state training program. Designed progress reports and administrative efficiency system. Traveled to organize area committees, for Community Action Training, Inc., 525 Market Street, San Francisco, California, 1968 to 1969.

College Internships: Special projects performed as college student.

Manpower Training and Development: Researched and edited published manpower training and employment report; acted as assistant director for summer teen employment program in Berkeley, California, 1967-1968.

Community Planning: Organized and developed neighborhood meetings and wrote Preliminary Report for the Neighborhood Planning Committee of Berkeley, California, 1966-1967.

Community Service Accomplishments: Chaired study of County Government Role in the Community for American Association of University Women; campaigned with Young Republicans for County Supervisor candidate; presented issue paper on Effectiveness of Special Districts for Business and Professional Women's Club; managed PTA fund-raising projects several years; reorganized the "Meals on Wheels" project for the Red Cross.

SECTION 7: WRITING A COVER LETTER

The resume should always be submitted with a cover letter. The general characteristics of the cover letter are as follows:

1. Typed on good quality stationery to an individual (not "To Whom it May Concern").
2. Polite and brief -- about one page.
3. Attached to the resume.

The organization of the cover letter generally falls into three paragraphs:

1. The first paragraph should state your reason for mailing the resume.
Example: "For the past 10 years, I have been involved with community health care and am delighted a position on the Board of Health is open for new members. Please consider this letter an application to that position."
2. The second paragraph should state briefly your qualifications but should not repeat those in the Resume.
Example: "As a minority woman long active in promoting improved health care in my community, I feel well qualified to administer and advise our local government on these matters. Backed by professional work experience for the Department of Public Health and personal research in this area, I would be most interested in assisting this Board toward its goal: Health for all the people."
3. The third paragraph is usually a request for an interview.
Example: "I am looking forward to discussing the issues with you in a personal interview at your earliest convenience."

Additional Hints

1. Address your letter to officials correctly. Most elected representatives are "Honorable" but check to be sure. Consult a good dictionary or call the official's office and request his/her title and mailing address.
2. Remember that your political affiliation and work you have done for candidates of the party may become an important factor in some cases. Your knowledge of your community, and participation within it, is perhaps your most valuable leverage. If you have been a contributor to the community over a period of time, you may not need to be an expert in the particular field you are interested in. Illustrate what you have done, list significant contacts you have made, and state insights you have gained.
3. After submitting your application, resume, and cover letter, wait to hear from the official responsible for your application. If you do not hear in two weeks, call the office to confirm that your letter has been received, and inquire as to when you might receive a reply.

SECTION 8: THE INTERVIEW

Not all boards and commissions interview their applicants; however, if you are called for an interview, this section tells you how to prepare and what to expect.

Preparation

1. Research the board and commission - find out its mission, goals, accomplishments, general history.
2. Know your interviewer or interviewers. Find out their values, affiliations, length of tenure and association with the board.
3. Have a clear picture of what your responsibilities would be as a new board member. Think through your planning of time and energy.
4. Rehearse your presentation. Go over your facts and hidden agenda with a friend in a mock interview. (What do you want to communicate?)
5. Appeal to their self-interest; identify with the goals of the board and those of the individual members.
6. Be prepared to back up all statements of your achievements and skills with proof.
7. Prepare some thoughtful but noncontroversial questions for the interviewer(s) beforehand.

General Characteristics of the Interview:

1. You might be interviewed by one person or by a panel so be prepared for either. When answering someone on a panel, speak to the entire panel. Questions are formulated in a group.
2. Most interviewers have generally positive attitudes toward you and are there to know about you. Share yourself with them. Do not stifle the discussion with a simple "yes" or "no" answer.
3. Most interviews last a specified length of time. Find out the allotted time and plan for an effective use of that time. Make a gracious exit when time runs out, even though you are not "finished."
4. Remember that the close of the interview is important, as it is at this time that the interviewer makes a decision regarding overall rating of you, and indicates the next step to be taken. You can sometimes offer a summary of your impressions and decisions, as well as going over what the next steps will be. Remember to thank the interviewer for his or her time and courtesy before you leave.

Events of the Interview

These may take place in any order:

1. The interviewer might begin with some questions about yourself and your background.

i.e., "Tell me/us about yourself." "What is your background?" "Why are you interested in this commission?" "How are you qualified to serve on this board?"

2. The interviewer may spend some time discussing the commission, its role and goals in general. Listen carefully! You may be asked questions.

3. The interviewers will want to know what you might do for their commission.

i.e., (Be careful with these) "If chosen to sit on this board, how would you contribute to our effectiveness?" "What programs would you like to see instituted?" "Why should you be chosen to sit on our board?" "What particular knowledge, skills, and talents could you bring to our board?"

Remember to phrase your answers to the above questions in such a way as not to belittle the board members or interviewers, nor to commit yourself to discussing their policy before you are even selected.

Additional Hints

1. Visit several meetings of the Board in which you are interested to gain insight into the modus operandi, political interconnections, and general tone of the meetings.
2. Research the board so that you have a good solid background of its history.
3. Be prepared to answer sexist questions. (i.e., "What will you do if your children are sick or you don't feel well, and we're due for an important meeting?") Answer in a professional manner and as clearly as possible.

Finally: Prepare for these interviews as you would any other professional presentation. Researching yourself and researching the commission are crucial aspects of this entire process.

SECTION 9: FOLLOW-UP TO APPLYING FOR A BOARD OR COMMISSION

After the Interview

Do not expect to be hired or appointed at the end of the interview. Even if the interviewer thinks you are highly qualified, you will rarely be promised anything. If you are being actively considered, you may be asked to a second interview or for more information.

During the interview, it might become obvious that your interest and abilities really do not fit the appointment. In that case, a good interviewer should politely tell you, so that neither of you will spend any more time on that particular appointment.

If your appointment is being considered, but you have not been contacted about the position within a reasonable amount of time, call the office and request the status of the appointment, and indicate that you are still interested in the position.

After the Appointment

If your efforts are rewarded with an appointment, congratulations! But don't relax yet! Think back over your "campaign." Analyze what you did, how you timed it, and which things you would do differently. Share your experiences with others who wish to participate in government at the appointive level.

If you were not successful, ask to be considered for the next vacancy. Ask whether you will be notified, or if you should resubmit your application. Be aware that the most qualified person is not always appointed -- political considerations often lead to the final decision. Try to discover the "real" reason you were not appointed. If the reason was political, start working on the appointment through that angle. If the reason was lack of qualifications, then work on that aspect. Continue to keep current with the board or commission -- its meetings, its members, the decisions being made. Keep building support for your appointment. Become more politically active. And hopefully next time, you will be the successful applicant!

NOTES

PART II: A LISTING OF SELECTED BOARD AND COMMISSIONS

SECTION 1: SELECTED LOCAL BOARD AND COMMISSIONS

There are over 400 cities between Alameda and Contra Costa Counties with populations ranging from Oakland (approximately 350,000) to Hercules (121) in Contra Costa County. Most cities of average size have planning, parks and recreation, transportation, design review, and civic or cultural arts commissions.

The following list of boards and commissions for the City of Oakland has been compiled from a report prepared by the League of Women Voters of Oakland. It was selected as an example to show the commissions a large city will have, as well as the range of importance and power among these commissions.

Some boards and commissions are quite autonomous, and have virtually complete control over their activities, including management of all funds. They function somewhat like small city councils concerned with only one phase of city functioning. These highly independent groups in Oakland are:

1. Port Commission

7 members, 4 year terms. Has exclusive control and management of the Port of Oakland, which includes the marine terminals, Oakland International Airport, yacht harbors, and related facilities along the waterfront, Jack London Square, and the Port's Industrial Park development.

2. Housing Authority

6 members, 4 year terms. Supervises development and construction, and enters contracts with private contractors. Rents, manages, and maintains all public housing units in the city.

3. Community Development Advisory Commission

11 members, 4, 3, 2 year terms. Studies, investigates, and researches into such areas and matters relating to community development in the City of Oakland as the City Manager or Council may direct, or as the Commission may deem advisable. To make reports and recommendations and formulate policy recommendations and plans for future development of the Office of Community Development.

Other commissions function as advisory bodies to the city council and city manager, making recommendations regarding programs, and promoting activities within the city. These board and commissions are:

1. Civil Service Board

7 members, 4 year terms. Administers the Civil Service System for the city. The Board, with professional advice from its staff, classifies various positions, recruits

candidates for positions, and hears appeals and grievances relating to city employees.

2. Housing Advisory and Appeals Board

7 members, 4 year terms. Advises the City Council of a private homeowner's or developer's request to build or make home improvements. Hears appeals and grievances relating to home development and improvements.

3. Landmarks Preservation Advisory Board

7 members, 3 year terms. Advises the City Council of needs for preservation or restoration of the city's landmarks.

4. Library Advisory Commission

7 members, 4 year terms. Responsible for making recommendations regarding the operation and future development of Oakland's 24-branch library system.

5. Manpower Advisory Board

17 members, staggered 1, 2 year terms. This unusually large board of union representatives and private business people advises the City Council on the city's use of Manpower funds from the Department of Labor.

6. Museum Advisory Commission

7 members, 4 year terms. Advises the City Council and City Manager of the general administration of the Oakland Museum.

7. Parks and Recreation Advisory Commission

7 members, 4 year terms. Advises the City Council and City Manager regarding the operation and future development of program and facilities in the Parks and Recreation Department.

Other boards and commissions have varying degrees of independence. They are not as autonomous as those such as the Port Commission, but they have more than an advisory role with the city. Most of the following boards and commissions have the power of final authority; however, their actions can be appealed to the City Council.

1. Board of Building Examiners and Appeals

5 members, indefinite terms. Responsible for seeing that building projects conform to city code, and for appealing code violations.

2. Public Charities Commission

7 members, 3 year terms. Enforces the City's ordinance regulating all types of charitable campaigns. It controls the methods used to obtain contributions and sets limits on the percentage of contributions to be used for the campaign, versus the amount to be used for charitable purposes.

3. Board of Condemnation

3 members, indefinite terms. Membership consists of City Manager, Chief Building Inspector, and Chief of the Fire Department. Condemns buildings unsuitable for public safety.

4. Parking Place Commission

3 members, 3 year terms. Responsible for planning parking sites in the shopping areas for District No. 1 (Lakeshore) and District No. 2 (Montclair).

5. Off-Street Parking Commission

7 members, 3 year terms. Acts as a parking authority, and advises the City Council on the selection of sites, design of projects, oversees construction, and operates the parking facility when completed.

6. Planning Commission

7 members, 3 year terms. Develops and maintains a general plan, which designates areas of the city for residential, commercial, industrial and other uses. Periodically updates the general plan to reflect changing land uses within the city. Studies applications for construction of new buildings. Also has major responsibility for adoption and administration of zoning ordinances. Some actions are subject to approval by the City Council.

7. Plumbing and Mechanical Board of Appeals

5 members, indefinite terms. Hears appeals and grievances regarding plumbing, heating, and ventilating code violations. Sees that building projects conform to code.

8. Police and Fire Retirement Board

7 members, 5 year terms. Responsible to retired members of the Police and Fire Departments to invest retirement funds, and to lobby the City Council to increase retirement benefits.

9. Relocations Appeals Board

5 members, 3 year terms. Handles appeals and grievances of residents of the redevelopment project area, regarding any issue of relocation.

10. Municipal Employees Retirement Board

7 members, 5 year terms. Responsible to retired city employees, other than police and firemen, to invest retirement funds, and to lobby the City Council to increase retirement benefits.

SECTION 2: SELECTED BOARDS AND COMMISSIONS IN ALAMEDA COUNTY

The Talent Bank Committee of the Alameda County Commission on the Status of Women is in the process of compiling a detailed listing of all county boards and commissions. Their report notes the following information: title, address, phone, function and jurisdiction, funds administered, duties, qualifications of members, size of board, meeting days and hours, time involved, length of terms, remuneration, chairperson, members, comment, filing date, budget, and clerical staff.

There is also a report maintained in the office of the Clerk of the Board of Supervisors entitled "Alameda Boards and Commissions." This list contains a brief description of each group, plus all the members. Changes are noted monthly in the report, and a new list is published annually.

The only board in Alameda County that has an application form is the Status of Women Commission. For all other boards, submit only your resume and cover letter to the Supervisor from your district.

The following is a list of all Alameda County boards and commissions on which citizens can serve. A detailed Fact Sheet is included for each board or commission that is marked with an asterisk.

ALAMEDA COUNTY BOARDS AND COMMISSIONS

Adult Post-Sentence Study
Advisory Commission on Aging
Alcoholism Advisory Board
Architect Selection Committee
Art Commission
Assessment Appeals Board I and II
Bicentennial Commission
Central Safety Committee
Charter Review Advisory Committee
Civil Service Commission

Alameda County Boards and Commissions, Continued

Commission on the Status of Women (*)
Community Child Health and Disability Program Advisory Board
Comprehensive Health Planning Council
Consumer Affairs Commission
County-Management Consumer Affairs Coordinating Committee
Criminal Justice and Data Processing
Emergency Medical Care Committee
Fair Association
Fire Protection Districts
Ashland Fairview
Castro Valley Redwood
Cherryland Tennyson
Decoto
Health Care Services Commission
Health Systems Agency Coordinating Committee
Historical Records Commission (aka Parks Advisory Commission)
Human Relations Commission (*)
Human Services Council
Law Library
Library Advisory Commission (*)
Local Agency Formation Commission (*)
Mental Health Advisory Board
Occupational Health Advisory Committee
Park Advisory Commission (aka Historical Records Commission)
Planning Commission
Pre-Trial Services Advisory Committee
Regional Criminal Justice Planning Board (*)
Resource Conservation District
Retirement Board
Revenue Sharing Advisory Committee
Revenue Sharing Proposal Review Board
Social Services Commission
Solid Waste Management Advisory Committee
Technical Advisory Committee on Drug Abuse
Veterans Day Commission
Veterans Memorial Building Commissions
Alameda Oakland
Albany Piedmont
Berkeley Pleasanton
Emeryville San Leandro
Hayward Washington Township
Livermore
Voting System Evaluation Committee
911 Trial Advisory Committee

TITLE OF BOARD OR COMMISSION: Alameda County Commission
on the Status of Women

Address: 401 Broadway, Fourth Floor, Oakland, CA 94607
Phone: 874-7807

BRIEF DESCRIPTION OF FUNCTION AND JURISDICTION OF BOARD
OR COMMISSION: To serve the needs of all women in Alameda
County. An advisory Commission of the Board of Super-
visors, the Commission investigates and makes recommenda-
tions on women's problems in the areas of health, employ-
ment, education, mothers' rights, older women, credit,
legal and legislative matters.

FUNDS ADMINISTERED BY BOARD OR COMMISSION: None.
Staff and Commission operating expenses are paid for
through monies appropriated by the Board of Supervisors
to the Human Relations Department of the Social Services
Agency.

DUTIES OF BOARD OR COMMISSION MEMBERS: Attend Commission
and committee meetings. At times, to review and inves-
tigate women's problems and formulate recommendations
for solutions. Occasional speaking engagements.

HELPFUL QUALIFICATIONS: Knowledge of women's issues.
Good community contacts. Sufficient free time to
work on Commission business.

SIZE: 17 members

MEETING DAYS AND HOURS: Second Tuesday of each month,
at 7:30 p.m.

TIME INVOLVED: (Hours per week including meeting time,
preparation time, and subcommittee meetings)

Depending on how active a Commissioner wishes to be, from
one to four hours per week, average. Committees meet
about once a month.

LENGTH OF TERMS: Two years

Remuneration: None. Commissioners may be reimbursed for
"reasonable and necessary expenses" (parking, mileage,
conference fees).

CHAIRPERSON: Sandra Gaines

MEMBERS: Alfreda Abbott, Teresa Apodaca, Jeanne Bergman,
Laurel Burley, Rosemarie Calleros, Neva d'Antonio, Mary
Drag, Kathy Embry, Sandra Gaines, Carolyn Jackson, Judy
Java, LaVon Neveau, Connie Shapiro, Pat Stich, Helen
Tirsell, Bonnie Zimmerman, and Elaine Zimmerman.

FILING DATE: As openings occur

IS THERE A BUDGET? Yes IS THERE A CLERICAL STAFF? Yes

TITLE OF BOARD OR COMMISSION: Human Relations Commission

Address: 401 Broadway, Fourth Floor, Oakland, CA 94607

Phone: 874-6150

BRIEF DESCRIPTION OF FUNCTION AND JURISDICTION OF BOARD OR COMMISSION: Advises the Board of Supervisors on matters relating to discrimination and community relations. Reviews, monitors, and makes recommendations on affirmative action plans of County departments. Helps to create an environment in which all persons, regardless of age, sex, handicap, race, color, religion, or national origin can live together and achieve their full potential.

FUNDS ADMINISTERED BY BOARD OR COMMISSION: None directly.

DUTIES OF BOARD OR COMMISSION MEMBERS: Study and make recommendations to the Board of Supervisors on community problems and issues related to above functions.

HELPFUL QUALIFICATIONS: None, other than good will and willingness to serve. County residency.

SIZE: 16 members, all appointed by the Board of Supervisors.

MEETING DAYS AND HOURS: First Wednesday of each month, at 4:00 p.m. in Room 468 of the County Administration Building, 1221 Oak Street, Oakland. Committees meet monthly.

TIME INVOLVED: Varies with committee assignment, and availability of the Commissioner.

LENGTH OF TERMS: Three years

REMUNERATION: None. Reimbursed for reasonable and necessary expenses related to duties as a Commissioner.

CHAIRPERSON: Shirley Sisk, Newark.

MEMBERS: James Beisen, Nanette Bernadou, Effie Burgess, Frank Campos, Marie Converse, Maria del Carmen Estrada, J.P. Fernandez, Sandra Gaines, William Hayward, Mary Lue Moore, Charles Oliver, Wallace Osborne, James Peterson, Clara Provost, and Shirley Sisk.

COMMENTS: None

Filing Date:

IS THERE A BUDGET? Yes. (Operating expenses and staff wages come out of the Human Relations Department budget.)

IS THERE A CLERICAL STAFF? Yes.

TITLE OF BOARD OR COMMISSION: Library Advisory Commission

Address: 224 West Winton Avenue, Hayward (Headquarters County Library)

Phone: 357-0844

BRIEF DESCRIPTION OF FUNCTION AND JURISDICTION OF BOARD OR COMMISSION: Advisory functions in all matters relating to the County Library. Main function is to review and make recommendations to the Supervisors on the budget.

FUNDS ADMINISTERED BY BOARD OR COMMISSION: None directly.

DUTIES OF BOARD OR COMMISSION MEMBERS: Advise, study, and recommend on library service, operating policy and goals, book selection, the budget, capital building program, and confer with groups interested or evaluating library service.

HELPFUL QUALIFICATIONS: Area of residence is only qualification, although it is helpful to have background in Friends of the Library, or some such organization.

SIZE: 11 members (five city councilmen or their alternates; five appointments by the Board of Supervisors and one member-at-large).

MEETING DAYS AND HOURS: When called, Usually about six times a year. Evening meetings that last about two hours. Staff preparation good, so time involvement small.

TIME INVOLVED: (Hours per week including meeting time, preparation time, and subcommittee meetings) See above.

LENGTH OF TERMS: Councilmen -- during their elective office term, others have two year terms.

REMUNERATION: Without compensation.

CHAIRPERSON: Shirley Sisk, Newark

COMMENT (if any): Sometimes difficult to get Supervisors to keep current with appointments to this Commission. Commission keeps a lookout for likely members, and takes names to appropriate Supervisors.

FILING DATE: IS THERE A BUDGET? No

IS THERE A CLERICAL STAFF? Library staff.

TITLE OF BOARD OR COMMISSION: Local Agency Formation Commission
, (LAFCO)

Address: 1221 Oak Street, Oakland, Phone: 874-7861

Director (Roland Mayne, of County Administrator's Office (Part-time)

BRIEF DESCRIPTION OF FUNCTION AND JURISDICTION OF BOARD OR COMMISSION:
To review and approve proposals for incorporation, formation of special districts, annexations, and other changes in organization. To adopt standards for evaluation of proposals, hold hearings, appoint staff, director, and consultants, and follow state law.

FUNDS ADMINISTERED BY BOARD OR COMMISSION: None.

DUTIES OF BOARD OR COMMISSION MEMBERS: To attend one meeting a month, and do a few hours background work in preparation. Standards for evaluation include establishment of local "spheres of influence" which are used to judge proposals.

HELPFUL QUALIFICATIONS: Knowledge of the County.

SIZE: Five -- two members of the Board of Supervisors, two City Officers appointed by the County Mayors' Conference, one Public member appointed by the other four members.

MEETING DAYS AND HOURS: Fourth Thursday at 4:00 p.m.

TIME INVOLVED: (Hours per week including meeting time, preparation time, and subcommittee meetings)
Four to eight hours per month

LENGTH OF TERMS: Four years, or until a successor is appointed and qualified.

REMUNERATION: Expenses

IS THERE A BUDGET? Approximately \$45,000

TITLE OF BOARD OR COMMISSION: Regional Criminal Justice Planning Board

Address: 100 Webster, Suite 104, Oakland, CA
Phone: 874-7595

BRIEF DESCRIPTION OF FUNCTION AND JURISDICTION OF BOARD OR COMMISSION: 1. Develop plans for crime prevention and improvement of law enforcement and administration of criminal justice. 2. Define, develop, and correlate programs and projects for regional criminal justice agencies. 3. Plan for use of state and federal funds allocated for law enforcement. 4. Cooperate with local, government, and public and private agencies in obtaining financial assistance and provide technical assistance in matters relating to criminal justice. 5. Evaluate criminal justice programs and collect and disseminate information of the progress of criminal justice in the region. 6. Comply with appropriate services required by the California Council on Criminal Justice and Office of Criminal Justice Planning.

FUNDS ADMINISTERED BY BOARD OR COMMISSION: Fiscal operations in accordance with Joint Exercise of Powers Agreement creating Planning Board. Formula allocates money. Action funds distributed is 2.2 million!

DUTIES OF BOARD OR COMMISSION MEMBERS:

QUALIFICATIONS: Interest in criminal justice, and if possible represent some constituency.

SIZE: 29 members (composition of members: Sheriff, District Attorney, Chief Probation Officer., P.D., County Clerk and County Administrator, two members appointed by the Board of Supervisors, Presiding Judge of Superior Court, Judge of Oakland-Piedmont Municipal Court, Municipal Court Judge other than Oakland-Piedmont, seven mayors or city councilmen, two city managers, two police chiefs, and seven public members, with at least one of them being affiliated with a private delinquency prevention or control program.

MEETING DAYS AND HOURS: Third Monday, 3:00 p.m., Hayward Public Works Building, plus special meetings and subcommittees.

TIME INVOLVED: Meetings plus subcommittee meetings, plus research

LENGTH OF TERMS: Two year terms for public members

REMUNERATION: None

CHAIRPERSON: Kenneth Kofman

SECTION 3: SELECTED BOARDS AND COMMISSIONS IN CONTRA COSTA COUNTY

A detailed list of advisory bodies (boards, commissions, councils, and committees) for Contra Costa County has recently been compiled, and is available at the following locations.

1. In each Supervisor's Office
2. Main Library in Martinez
3. Richmond Library
4. Clerk of the Board, Administration Building, Martinez
5. County Clerk's Office, Court Building, Martinez

This list includes the following information for each advisory body: membership, terms, appointment, establishment, general function, reports to, meeting times and places, staff, and members. A monthly calendar of all advisory board meetings is posted throughout the County in the libraries, and is printed in most of the local newspapers. Any group wishing to receive the press releases announcing an opening on a board or commission can contact Mary H. Dunten, Public Information Officer for Contra Costa County, at (415) 372-4098.

The following is a list of all boards and commissions in Contra Costa County. A detailed Fact Sheet is included in this section for those groups marked with an asterisk.

Airport Land Use Commission
Alcoholism Advisory Board
Board of Zoning Adjustment (tied in with Planning Commission)
Board of Education (elected positions)
Civil Service Commission
Contra Costa County Assessment Appeals Board
Contra Costa County Child Health and Disability Prevention Advisory Board
Contra Costa County Community Development Advisory Council
Contra Costa County Community Mental Health Advisory Board
Contra Costa County Council on Aging
Contra Costa County Employees Retirement Board
Criminal Justice Agency Planning Board
Delinquency Prevention Commission
Drug Abuse Board
Economic Opportunity Council (*)
Family and Children's Services Advisory Commission (*)
Housing Authority Commission
Juvenile Justice Commission (*)
Local Agency Formation Commission (LAFCO)
Manpower Advisory Council
Planning Commission (*)
Recreation and Natural Resources Commission
Transportation Advisory Commission (*)

Note: In addition to the above list, there is an important group currently under development, entitled the Alameda-Contra Costa County Health Systems Agency, which will consist of a large board, plus various subarea advisory councils.

CONTRA COSTA COUNTY COMMUNITY

MENTAL HEALTH ADVISORY BOARD

MEMBERSHIP: Fourteen members representing the public and professional services.

TERMS: Three-year.

APPOINTED BY: Board of Supervisors.

GENERAL FUNCTION: Review and evaluate needs, services and facilities in relation to problems with drug abuse, alcoholism, developmental disabilities, and mental disorders.

REPORTS TO: Board of Supervisors at least annually, or as needed, in written and/or verbal form.

MEETINGS: First Tuesday of each month from 4:30 - 7:30 p.m. in the County Hospital Conference Room, 2500 Alhambra Avenue, Martinez.

FAMILY AND CHILDREN'S

SERVICES ADVISORY COMMITTEE

- GENERAL FUNCTION:
1. Advises County officials on the effectiveness of current and proposed social welfare programs, and on the impact of recent and pending legislation on welfare recipients and the social welfare system;
 2. Identifies programs in the community affecting low-income residents, such as housing, transportation, education and employment opportunities;
 3. Interprets the functions of the County and the problems of public welfare to the citizens of Contra Costa County; and
 4. Cooperates and works with other citizen groups interested in welfare and related services.

MEMBERSHIP: Fifteen members, three from each supervisorial district. One-third are to be low-income persons.

APPOINTED BY: Board of Supervisors, with nominations proceeding through the committee, the County Social Service Director and the Human Resources Agency Director.

REPORTS TO: Director of Social Service and County Board of Supervisors, annually in written and/or verbal reports as needed.

MEETINGS: Second Tuesday of each month, from 12:30 p.m. to 4:00 p.m., in Conference Room No. 200 of the Social Service Department, 2401 Stanwell Drive, Concord.

ECONOMIC OPPORTUNITY COUNCIL

GENERAL FUNCTION: The primary area of activity for this Council is to function as the administrative board for the Community Action Agency for the County, under the provisions of the Economic Opportunity Act of 1964, as amended.

MEMBERSHIP: Not fewer than 33, and not more than 51 representatives, a number divisible by three. Each representative is entitled to one vote and authorized to have one alternate. All members must reside in the County.

1. One-third of the members are public officials, including the chief elected official or officials or their representatives, unless the number of such officials reasonably available or willing to serve is less than one-third of the membership of the Board,
2. At least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served.
3. The remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community.

Each member of the Board selected to represent a specific geographic area within a community must reside in the area he represents. No person selected under (2) or (3) shall serve for more than six years.

TERMS: One-year term July 1 to June 30, but can be elected year to year. Members other than public officials can be on the EOC for no longer than six years in total, and three years in a row with a full year's break after the first three years.

APPOINTMENT: Areas elect representatives, and organizations appoint representatives.

REPORTS TO: Board of Supervisors, Regional Office of Economic Opportunity, as needed, in written or verbal form.

MEETINGS: Third Thursday of each month at 8:00 p.m. in the Board room of the Board of Supervisors.

JUVENILE JUSTICE COMMISSION

GENERAL FUNCTION: Per Section 529 of the Welfare and Institutions Code of the State of California, it is the duty of a juvenile justice commission to inquire into the administration of the juvenile court law in the county or region in which the commission serves. For this purpose, the commission shall have access to all publicly administered institutions situated in the county or region, shall inspect such institutions no less frequently than once a year, and may hold hearings. A judge of the juvenile court shall have the power to issue subpoenas requiring attendance and testimony of witnesses and production of papers at hearings of the commission. The commission shall annually inspect any jail or lockup within the county which in the preceding calendar year was used for confinement of more than 24 hours of any minor under the age of 18 years. It shall report the results of such inspection together with its recommendations based thereon, in writing, to the juvenile court and to the Youth Authority.

MEMBERSHIP: 13 members, six citizens, and seven professionals.

TERMS: Four years.

APPOINTED BY: Presiding Judge of the Superior Court.

REPORTS TO: California Youth Authority, Juvenile Court, and Board of Supervisors annually, both written and verbal. Serves in an advisory and consultative capacity to the Juvenile Court, Probation Department, and other youth-serving agencies and organizations in the County.

MEETINGS: Third Monday from 9:30 a.m. to 3:00 p.m. in Room 108 of the County Administration Building.

PLANNING COMMISSION

GENERAL FUNCTION: All powers and duties prescribed by law except those specifically reserved or delegated to other divisions of the planning agency;

Initiate preparation of general plans, specific plans, regulations, programs, and legislation to implement the planning power of the County;

Be generally responsible for advising the Board of matters relating to planning, which in the opinion of the Commission should be studied; and

Be the advisory agency for the purpose of passing on subdivisions.

MEMBERSHIP: Seven voting members and two ex officio, non-voting members: the County Counsel, and the Director of Public Works, or their authorized representatives.

TERMS: Four year terms, commencing on September 1, and ending on August 31, or when the successor qualifies.

APPOINTED BY: One member nominated by each of the Supervisors, and two members nominated by the Board as a whole.

REPORTS TO: Board of Supervisors as needed.

MEETINGS: First and third Tuesday, 7:30 p.m., Room 107, County Administration Building, 651 Pine Street, Martinez.

TRANSPORTATION ADVISORY COMMITTEE

(Was Contra Costa County Highway
Advisory Committee until June 7,
1972, Resolution No. 72/371)

- GENERAL FUNCTION:
1. To foster united action on County highway problems among all interested groups.
 2. To promote a continuing review of highway needs in keeping with the general development of the economy of our County and its cities.
 3. To develop a general understanding of County highway needs, and of the financing problems in meeting these needs.
 4. To secure general public support for needed highway programs.
 5. To determine the County's recommendations for the improvement and development of the State Highway System in Contra Costa County.
 6. To stimulate the development and continuing review of the City-County Thoroughfare System, and to encourage general agreement on the routes to be included in the system, on priorities of construction of individual routes, and on financing the system.
 7. In the pursuit of the above, any action to be taken should give recognition to the relative effect of the action upon the general needs of the County.

MEMBERSHIP: Two members from the Board of Supervisors; 14 Mayor representatives from the cities; 18 representatives from the Chambers of Commerce; 16 representatives from miscellaneous organizations and civil associations; 3 representatives from city-county professional groups -- one each from managers, engineers, and planners. Each of the 53 members is to have two alternates, to be designated by the member and filed with the Secretary in writing no later than 30 days after the member has been appointed to the Committee.

TERMS: The membership may be altered from time to time, as the Board of Supervisors directs.

REPORTS TO: Board of Supervisors.

MEETINGS: Regular meetings of the Committee are held on the call of the chairman, who will endeavor to rotate them throughout the County.

SECTION 4: SELECTED STATE BOARDS AND COMMISSIONS IN CALIFORNIA

All state appointments are listed in the Central Appointments Registry, a two-volume work compiled by the Office of the Governor, in compliance with the Maddy Appointive Registry Act of 1974. Volume I lists over 200 boards and commissions, whose members are appointed by the Governor. Volume II lists over 200 boards and commissions whose members are appointed by all other appointing authorities (e.g. Speaker of the Assembly, President pro tempore of the Senate, Senate Rules Committee).

If you are interested in the non-statutory boards and commissions (i.e., those appointed by departments such as the Department of Health, Water Resources, Food and Agriculture, and Education), you must contact the appropriate appointing departments. Volume II lists the names and addresses of all these appointing authorities.

The California Commission on the Status of Women has also published a 182-page report entitled "State of California Major Boards and Commissions: An Informational Listing." Their publication is available from the State of California Documents Section, P.O. Box 20191, Sacramento, CA 95820, for \$1.25.

The State boards and commissions selected for this section were taken from the booklet "Don't Miss Your Appointments." prepared by the Sacramento branch of AAUW. Their list consisted of 36 selected boards and commissions "chosen on the basis of their effectiveness and importance as governmental bodies, and in terms of their relevance to women's lives." In particular, they chose groups that affected women's economic interests and working conditions. They found many boards and commissions on which there were no women, including such powerful bodies as the Adult Authority, the Public Utilities Commission, the Real Estate Commission, the Solid Waste Management Board, the California Law Revision Commission, and the Workmen's Compensation Appeals Board.

We have selected the fifteen boards and commissions listed below and have tried to show the following:

1. The "slotting" required for so many of the troupes;
2. The scope of influence and differing degrees of power that these boards have;
3. The differences in time required and remuneration among boards and commissions. (Note that some of these positions are full time, and are paid accordingly.)

Advisory Commission on Special Education
Alcoholic Beverage Control Appeals Board
California Commission on Aging
California Law Revision Commission
California State Board of Education
Consumer Advisory Council
Fair Employment Practices Commission
State of Calif. Air Resources Board
Teachers' Retirement Board

Industrial Welfare
Commission
Job Creation Program
Public Utilities
Commission
Solid Waste Management
Board
State Personnel Board
California Commission on
the Status of Women

TITLE: ADVISORY COMMISSION ON SPECIAL EDUCATION
721 Capitol Mall, Room 608, Sacramento, CA 95814
(916) 445-4036

FUNCTION: The Commission serves as an advisory body to the State Board of Education in matters relating to Special Education. It also serves as a liaison between the community and the School Board, in that the public has access to the committee, and the committee welcomes relevant input.

FUNDS: None.

DUTIES OF MEMBERS: The Commission is to report regularly to the Board of Education, and to inform and advise the Board in the areas of research, credentialing, fiscal matters, legislation, program changes and program evaluation. The Commission members serve on a subcommittee in one of the foregoing areas,

REPRESENTATION OF MEMBERS: All members are closely associated with the field of special education, either as professionals, or as volunteers and/or members of special education organizations.

SIZE: 14

MEETING DAYS AND HOURS: Third Thursday and Friday of each month during the school year. (10 times a year.)

PLACE OF MEETINGS: The meetings are held in various cities throughout the state.

TIME INVOLVED: Minimum time would average five days per month. Most of the members are professionals in the field, and combine their service on the committee with their job, so it is difficult to arrive at a truly accurate figure.

LENGTH OF TERMS: Three years, with the exception of those appointed by the Governor, Assembly and Senate, who serve at the pleasure of the appointing body.

REMUNERATION: Expenses.

COMMENT: Currently six of the thirteen are women.

TITLE: ALCOHOLIC BEVERAGE CONTROL APPEALS BOARD
1215 O Street, Room A-460, Sacramento, CA 95814
(916) 445-4005

FUNCTION: The Board is a single-function agency. The major responsibility of the Board is to provide for an economical, speedy administrative review of decisions of the Department of Alcoholic Beverage Control.

FUNDS: Money comes from the Alcoholic Beverage Control, as set up in the budget.

DUTIES OF MEMBERS: To determine, through deliberations, whether the Department of Alcoholic Beverage Control has proceeded in the manner required by law, whether the department's actions are supported by the findings, and whether these findings are supported by substantial evidence in light of the whole record.

REPRESENTATION OF MEMBERS: Appointed by the Governor, serving at the pleasure of the Governor, subject to confirmation by a majority vote of all of the members elected to the Senate. Each member, at the time of his initial appointment, shall be a resident of a different county from the one in which either of the other member resides.

SIZE: 3

MEETING DAYS AND HOURS: Meetings held monthly.

PLACE OF MEETING: Los Angeles, San Francisco, and Sacramento.

TIME INVOLVED: Varies LENGTH OF TERMS: At the pleasure of the Governor.

REMUNERATION: \$15,852 per year

CHAIRPERSON: Hugh M. Burns

COMMENT: Highly political, powerful commission. Note the number of people and the remuneration.

TITLE; CALIFORNIA COMMISSION ON AGING
926 J Street, Room 916, Sacramento, CA 95814
(916) 322-5630

FUNCTION: Established by A.B. No. 2263 (Burton Bill) October 1973, the Commission is the sole advocate for the elderly in California, and represents them in all governmental matters that affect them, and for comprehensive and coordinated planning and delivery of essential services, such as nutrition, health services, pre-retirement training, continuing education, low-cost transportation, housing, and income maintenance.

FUNDS: None. Budget is limited to an Executive Secretary, and two assistants. A.B. 2263 provides that the Commission may accept gifts and grants from any source, but none have been provided so far.

DUTIES OF MEMBERS: Advisory participation in the consideration of all regulations made by state departments affecting licensing, inspection and rate setting for nursing homes, etc., housing for the elderly, home health services, educational, and income maintenance programs.

REPRESENTATION OF MEMBERS: The Commission is composed of 15 persons: nine persons appointed by the Governor, three persons appointed by the Speaker of the Assembly, and three persons appointed by the Senate Rules Committee. At least five appointed by the Governor, and two appointed by the Senate Rules Committee, and two appointed by the Speaker of the Assembly shall be 55 years of age or older.

SIZE: 15

MEETING DAYS AND HOURS: Second Thursday of every month.

PLACE OF MEETING: 722 Capitol Mall, Room 4061, Sacramento.
(Advisory Council consisting of three persons over 60 years of age meets four times a year -- first week in March, June, September, and December).

TIME INVOLVED: Varies depending upon member. Each member serves on a committee (housing, health care, legislation, etc.) and devotes as much time to the Commission as possible.

LENGTH OF TERMS: Varies.

REMUNERATION: None, except actual and necessary travel and other expenses incurred in performance of official duties.

TITLE: CALIFORNIA COMMISSION ON THE STATUS OF WOMEN
926 J Street, Room 1003
Sacramento, CA 95814
(916) 445-3173

FUNCTION: The Commission is mandated to maximize women's contribution to society.

FUNDS ADMINISTERED: The Commission is the recipient of grants for various studies.

DUTIES: The Commission holds hearings, and makes and signs any agreement pertaining to the purposes of the Commission. They study women's education and employment problems, needs and opportunities, defective social attitudes on shaping the roles assumed by women, and any laws which impose special limitations or burdens on women. They act as an information center on the status of women, and develop programs to encourage and enable women to be fully contributing members of society.

AUTHORITY: They are responsible to the Legislature.

REPRESENTATION OF MEMBERS: Seven members are appointed by the Governor; one by the Speaker of the Assembly; and one by the Senate Rules Committee. Three Senators and three Assemblypersons; the Superintendent of Public Instructions; and the Chief of the Division of Industrial Welfare are also on the Commission.

SIZE: 17 members

MEETING DAYS AND HOURS: Three times per year, two days for each meeting.

PLACE OF MEETING: Sacramento

TIME INVOLVED: Time involved ranges from 100% of a member's time, to attendance of the three meetings. Most, however, have speaking engagements in their communities, and spend time in studying women's issues.

LENGTH OF TERM: Four years

REMUNERATION: \$28 per diem plus mileage.

TITLE: CALIFORNIA LAW REVISION COMMISSION
School of Law, Stanford, CA 94305
(415) 497-1731

FUNCTION: This Commission is to examine the law to determine defects and anachronisms, and to recommend needed reforms. It receives and considers proposed changes and suggestions from others, and recommends changes whenever deemed necessary.

FUNDS: None. Although the Commission does have authority to contract with colleges and universities for research projects.

DUTIES OF MEMBERS: Attend meetings, review studies, and vote on recommendations.

REPRESENTATION OF MEMBERS: Commission is composed of one member of the Senate appointed by the Rules Committee, and one member of the Assembly appointed by the Speaker, both of whom serve at the pleasure of the appointing power. There are seven additional members appointed by the Governor with the advice and consent of the Senate. The Legislative Counsel is an ex officio nonvoting member.

SIZE: 9

MEETING DAYS AND HOURS: Meet once a month for two to three days.

PLACE OF MEETING: Meetings vary between Stanford, San Francisco, Los Angeles, and San Diego.

TIME INVOLVED: Approximately 32 hours per month.

LENGTH OF TERMS: Members appointed by Governor serve four year terms, staggered so that one-half become vacant every two years.

REMUNERATION: Members appointed by Governor receive \$20 per diem for each meeting day and expenses.

CHAIRPERSON: John D. Miller - 10/1/77

COMMENT: This Commission does important and significant work.
Note that there are no women members.

TITLE: CALIFORNIA STATE BOARD OF EDUCATION
721 Capitol Mall, Sacramento, CA 95814
(916) 445-9016

FUNCTION: Establish policy for the Department of Education;
propose legislation regarding public schools;
establish rules for governing of public schools;
adopt textbooks for grades 1 through 8; review
school district reorganization plans, and approve
the allocation of federal funds for compensatory
and vocational education.

FUNDS: No state funds administered, but federal funds are
approved.

DUTIES OF MEMBERS: The duties of Board members are to meet
at least six times with the Board, and
to serve on committees.

REPRESENTATION: Appointed by Governor. There is no specific
criteria for geographical representation.
Each member represents the State at large.

SIZE: Ten, plus one student representative.

MEETING DAYS AND HOURS: Second Thursday and Friday of each
month, with the exception of August.

PLACE OF MEETING: The places of meetings are Sacramento,
Los Angeles, San Diego, Bay Area, and
Fresno. Decided at first board meeting
in September.

TIME INVOLVED: At least three days per month, frequently more.

LENGTH OF TERM: Four years. Student representative, one year.

REMUNERATION: Expenses.

TITLE: CONSUMER ADVISORY COUNCIL
1020 N Street, Room 501, Sacramento, CA 95814
(916) 445-5779

FUNCTION: The Council recommends to the Director of Consumer Affairs enactment of legislation to protect and promote interest of consumers. It makes studies as necessary, or as directed by the Governor or the Director.

FUNDS: None.

DUTIES OF MEMBERS: Members hold public hearings and call upon other State agencies for information as needed.

REPRESENTATION OF MEMBERS: The following are appointed by the Governor: Two from business, one from labor, two from voluntary consumer agencies, two public members. One member is appointed by the Senate Rules Committee, and one member is appointed by the Speaker of the Assembly.

SIZE: 9

MEETING DAYS AND HOURS: Meets four times a year; established by Director.

PLACE OF MEETING: San Francisco, Sacramento, San Diego, Los Angeles.

TIME INVOLVED: Meetings average seven hours, preparation about ten hours.

LENGTH OF TERMS: Four year terms, staggered.

REMUNERATION: Expenses only.

CHAIRPERSON: Tereesa Drury - 7/15/77

TITLE: FAIR EMPLOYMENT PRACTICES COMMISSION
455 Golden Gate Avenue, P.O. Box 603,
San Francisco, CA 94101
(415) 557-2000
Sacramento Office - (916) 445-9918
Offices also in Fresno and San Diego

FUNCTION: To protect and safeguard the equal employment and equal housing opportunities of individuals in California. It has authority over all employers in California. It formulates policies and makes recommendations to agencies and officers of government. It receives complaints regarding discrimination in employment. It holds hearings, has subpoena power, and can examine witnesses under oath, and renders a decision after hearing.

FUNDS: None. Although, Commission does have the authority to fine employers found guilty of discrimination.

DUTIES OF MEMBERS: Each complaint is assigned to an individual Commissioner for investigation. With the aid of the staff members, a Commissioner is responsible for investigating and attempting to conciliate the matter. If conciliation fails, the matter will go to a hearing.

REPRESENTATION OF MEMBERS: Seven members appointed by the Governor with the advice and consent of the Senate. Members are appointed for four year staggered terms, so that at least one member's term expires each year.

SIZE: Seven

MEETING DAYS AND HOURS: First Thursday of each month.

PLACE OF MEETING: Alternate between San Francisco and Los Angeles.

TIME INVOLVED: Approximately 16 hours per month.

LENGTH OF TERMS: Four years

REMUNERATION: \$50 for each day spent in performance of duties and expenses.

CHAIRPERSON: Pier Gherini

TITLE: INDUSTRIAL WELFARE COMMISSION
P.O. Box 603, San Francisco, CA 94101
(415) 557-0670

FUNCTION: "It shall be the continuing duty of the Industrial Welfare Commission, ... to ascertain the wages paid to all employees in this State, and to ascertain the hours and conditions of labor and employment in the various occupations, trades, and industries in which employees are employed in this State, and to investigate the comfort, health, safety, and welfare of such employees."

FUNDS: Funds from State budget to the Chief of Division to the Commission.

DUTIES OF MEMBERS: As defined under Function, above.

REPRESENTATION OF MEMBERS: Five appointed by the Governor.

SIZE: Five

MEETING DAYS AND HOURS: Every two years, or at the call of the chairman.

PLACE OF MEETING: Varies.

TIME INVOLVED: No set time.

LENGTH OF TERMS: Four years.

REMUNERATION: \$25 per diem and expenses.

COMMENT: At present the law requires a minimum of one woman on the Commission.

TITLE: JOB CREATION PROGRAM
1125 10th Street, Sacramento, CA 95814
(916) 445-6545

FUNCTION: The program assists low-income and minority people to start their own business. It offers financial assistance -- legal and managerial advice. The program serves geographical areas of population not less than 500,000 including in its boundaries economically disadvantaged areas.

FUNDS: Varies. Between 1969 and 1973 over three million was allocated. Funds used to make loans remain in the system, do not revert back. Funds also used to administer the entire program, i.e. staff, etc.

DUTIES OF MEMBERS: Act on policy decisions -- set policy according to law. Enact regulations. Determine whether to honor loan guarantees when a loan is defaulted.

REPRESENTATION OF MEMBERS: 14 members plus two legislators. Sect. of HEW, State Superintendent of Banks, Director of Dept. of Commerce and 11 members appointed by the Governor -- four experienced in financial matters; four actively engaged in commercial or industrial business, two who are members of Cal. Comm. of Ec. Dev.; one person officer of labor organ.; two persons residing in econ. disadvantaged area.

SIZE: 14 plus two

MEETING DAYS AND HOURS: Once a month. May change to quarterly, as directed by Exec. Director.

PLACE OF MEETING: Sacramento, San Francisco, Los Angeles, San Diego.

TIME INVOLVED: About four or four and a half hours.

LENGTH OF TERMS: At pleasure of Governor.

REMUNERATION: Expenses.

CHAIRPERSON: Robert Bell, businessman.

COMMENT: Has never had a woman on board.

TITLE: PUBLIC UTILITIES COMMISSION
1107 - 9th Street, Sacramento, CA 95814
(916) 445-5231
San Francisco Office - (415) 557-0647

FUNCTION: The Commission regulates all privately owned public utility companies in the State of California, such as communications, gas, electric, water (including sewer systems), and all transportation companies involved in intrastate commerce.

FUNDS: One-half through State's General Fund. (\$6,000,000 in 1974), and one-half (\$6,000,000 in 1974) in revenues from the state trucking agency.

DUTIES OF MEMBERS: The Commission renders decisions affecting the utility companies. Involves reading transcripts of all the hearings conducted (i.e., a company requesting a rate increase), which are usually presided over by a civil service commissioner, although Commission members are empowered to do so. Commission decisions are appealable through the State Supreme Court.

REPRESENTATION OF MEMBERS: No prerequisites except that members be electors of this State. Many are attorneys, (one just appointed) and one vacancy exists. Two members are former state senators and the fourth was an investor in real estate and in ranching, besides being a former mayor. Past members have been: Attorneys, a former Deputy Attorney General, a former Sacramento County Supervisor, and a professor of Business at U.C. Berkeley. No women known to have held this position.

SIZE: Five

MEETING DAYS AND HOURS: Each Tuesday morning at 10 a.m. to noon, called the Decision Conference.

PLACE OF MEETING: State Building, Fifth Floor Conference Room, San Francisco. Once a quarter in Los Angeles or San Diego.

TIME INVOLVED: Said to be at least a forty hour per week job. Review of 150 cases and civil service commissioner's recommendations.

LENGTH OF TERMS: Pleasure of Governor.

REMUNERATION: President - about \$39,000 per year. Members - about \$37,500 per year.

CHAIRPERSON: Vernon L. Sturgeon COMMENT: Very important that women be represented in that the Commission is one of the most powerful in the State, and determines large cash flows.

TITLE: SOLID WASTE MANAGEMENT BOARD
1416 9th Street, Room 1335, Sacramento, CA 95814
(916) 322-3330

FUNCTION: By January 1, 1975, this board was to "formulate and adopt state policy for solid waste management, including minimum standards for solid waste handling and disposal for the protection of air, water, and land from pollution". They review and approve (or disapprove) county solid waste management plans, which will be due by January 1, 1976.

FUNDS: None.

DUTIES OF MEMBERS: Board members set policy and specify programs, which are carried out by the staff.

REPRESENTATION OF

MEMBERS: Voting Members: Appointed by the Governor with confirmation of the Senate. Governor appoints: A city councilman from a city having population more than 250,000 in 1970 federal census; a county supervisor from a county having population more than 500,000 in 1970 federal census; a public representative having specialized education and experience in environmental quality and pollution control; a private sector representative of solid waste management industry from southern California; a private sector representative of solid waste management industry from northern California. The Speaker of the Assembly shall appoint a public representative having specialized education and experience in natural resources conservation and resources recovery. The Senate Committee on Rules shall appoint a public representative who is civil engineer with California registration. Nonvoting, ex officio members: State Dir. of Public Health or deputy, State Director of Agriculture or deputy, and Chief of Division of Mines and Geology of Department of Conservation or deputy.

SIZE: Seven voting, three nonvoting members.

MEETING DAYS AND HOURS: Second and fourth Friday of each month. Full day.

PLACE OF MEETING: Usually in Sacramento, but throughout the State.

TIME INVOLVED: Probably the equivalent of one full day per week.

LENGTH OF TERMS: Four years.

REMUNERATION: \$100 per board meeting, plus expenses and travel.

CHAIRPERSON: Alfred M. Dias

TITLE: STATE OF CALIFORNIA AIR RESOURCES BOARD
1709 11th Street, Sacramento, CA 95814
(916) 322-2990

FUNCTION: This Board carries out state functions in air pollution matters, including: Dividing the state into air pollution control basins; establishing ambient air quality standards and motor vehicle emission standards; controlling emissions from non-vehicular sources; determining volatility of gasoline; conducting research; monitoring air quality; enforcing regulations if the local jurisdiction fails to act.

FUNDS: Fiscal year 74/75 budget was \$15.2 million.

DUTIES OF MEMBERS: To prepare for and participate in board meetings, at which regulations are set and policy decisions made, sometimes through public hearings.

REPRESENTATION OF MEMBERS: Appointed by the Governor: Two members must have experience in automotive engineering or a related field; two members must have experience in chemistry, meteorology, or a related field; one member may have either of the above qualifications, or general administrative experience in the field of air pollution control.

SIZE: Five

MEETING DAYS AND HOURS: Meets at least two days per month.

PLACE OF MEETING: Throughout the State

TIME INVOLVED: At least 60 hours per month to receive entire salary.

LENGTH OF TERMS: Pleasure of the Governor.

REMUNERATION: \$11,492 annually.

CHAIRPERSON: Thomas Quinn

COMMENT: Note the expertise required to serve on this board.

TITLE: STATE PERSONNEL BOARD
801 Capitol Mall, Sacramento, CA 95814
(916) 445-5291

FUNCTION: Administer merit employment system and personnel management; functions in a manner that assures equitable treatment of employees and fosters efficiency, effectiveness and economy in state government.

FUNDS: Budgeted out of finance (tax money).

DUTIES OF MEMBERS: Attend meetings, hear appeals, approve classification and pay recommendations, and control general business.

REPRESENTATION OF MEMBERS: As deemed by the Governor with the concurrence of the Senate.

SIZE: Five

MEETING DAYS AND HOURS: Two times a month for two days each time.

PLACE OF MEETING: Four times a year in San Francisco; six times a year in Los Angeles; balance in Sacramento.

TIME INVOLVED: Four days a month, plus research time.

LENGTH OF TERMS: Ten years.

REMUNERATION: \$1042 month plus per diem, travel.

CHAIRPERSON: Frank Woods

TITLE: TEACHER'S RETIREMENT BOARD - STATE TEACHER'S RETIREMENT SYSTEM.

1416 9th Street, Sacramento, CA 95814
(916) 445-0738

FUNCTION: The Board oversees the collection of money due the Teacher's Retirement System, is responsible for the investment of these funds, and authorizes the transfer and distribution of them.

FUNDS: The Board is responsible for funds in the Teacher's Retirement System fund. The total obligation of this fund is \$9,658,000,000.

DUTIES OF MEMBERS: 1. Appoints Chief Executive Officer of the system who serves at the pleasure of the Board; 2. Sets policies and rules regarding administration of system, enacts rules and policies as long as they are not in conflict with the law; 3. Board has sole authority to hear and determine all facts pertaining to application for benefits; 4. Board has authority to delegate management to Chief Executive Officer; 5. May appoint committee of any two members of Board to perform any act of Board; 6. Authorizes transfer and disbursement of funds from Teacher's Retirement System; 7. Administers oaths; 8. Audits records of any school district; the audit would be in relation to proper deductions and forwarding of funds to Board; 9. Regulates duties and responsibilities of agencies such as school boards insofar as such acts are related to the administration of funds due the Board; 10. Subpoena witnesses; 11. Determines service to be accredited toward retirement; 12. Keeps accounting records of fund; 13. Required to have actuarial evaluations and to employ suitable actuarial tables and adopt procedures logical to this data; 14. Hold hearings; these usually concern allowances; 15. Report annually to Governor and Legislature; 16. Employ a Certified Public Accountant; 17. Control of investment of funds except as specified by law; 18. Correct errors in records; and 19. Issue a statement of credits to each member of the system annually.

REPRESENTATION OF MEMBERS: Three ex officio members: Superintendent of Public Instruction, State Controller and Director of Finance, as well as three public members and three teacher members, appointed by Governor.

SIZE: Nine

TEACHER'S RETIREMENT BOARD -
STATE TEACHER'S RETIREMENT SYSTEM, Continued

MEETING DAYS AND HOURS: Determined each September, 1975 -
All meetings in Sacramento, third
Friday in January, February, March,
April and September. June will be
on the fourth Friday. 9:00 a.m.

PLACE OF MEETING: First floor, Water Resources Building,
9th and O, auditorium.

TIME INVOLVED: Members have agenda and background materials
before meetings, and it is estimated that it
takes about three working days to prepare for
a meeting.

LENGTH OF TERMS: Four years.

REMUNERATION: Per diem expenses which amount to \$28 per
day, plus mileage.

CHAIRPERSON: Julius Hammer. Vice-chairperson - Harry McKee.
Both elected by the Board.

COMMENT: This is a very important Board. About 60% of the
population covered are women.

SECTION 5: ADDITIONAL APPOINTIVE POSITIONS

This section discusses three other situations where appointments are made--regional agencies, the Grand Jury and school boards. Some of these members are appointed. In some cases, it is possible to be appointed to fill a vacancy created by the resignation of an elected official.

Regional Agencies

Most of the regional and inter-county agencies are composed of elected officials or governmental representatives. Those agencies having appointed members or appointed advisory committees are listed below. For a complete list of Bay Area regional agencies and their functions, consult the League of Women Voters' publication entitled San Francisco Decision Makers, Fifth Edition, April 1975, available at \$1.00 for non-members from any League office.

1. Bay Area Air Pollution Control District Advisory Council

Function: Working committees research and study projects assigned by the Board of Directors.

Membership: 19 of the 20 unsalaried posts represent various organizations and occupational categories, one position is unspecified.

2. California Regional Water Quality Control Board (San Francisco Bay Region)

Function: To secure coordinated action of governmental and private agencies and individuals to protect the quality of the waters within the region for all beneficial uses.

Membership: The Board has 9 members appointed by the Governor for four year terms.

3. East Bay Regional Park District Advisory Committee

Function: To work on special projects assigned by the Board of Directors and to research and make recommendations to the Board.

Membership: The Committee consists of 26 members (half representing the public and half representing professional groups) who serve two year terms.

4. Fremont-Newark Transit Advisory Committee to the Alameda-Contra Costa Transit District

Function: To advise the District on the transportation needs of the cities of Fremont and Newark,

Membership: Six citizens appointed by the cities of Fremont and Newark plus staff members from the Transit District.

5. Metropolitan Transportation Commission

Function: To adopt a comprehensive regional transportation plan, to study the future needs of transportation, and to review grant applications containing transportation elements.

Membership: Commissioners are appointed for four year terms. The 16 members, plus three non-voting, are appointed by the Board of Supervisors, the Mayor's selection committee, and various governmental agencies.

6. San Francisco Bay Conservation and Development Commission Citizens Committee

Function: To assist the Commission's work in regulating all filling and dredging of the Bay.

Membership: 19 members at present representing special categories of interest and knowledge.

Those regional agencies in the East Bay whose members are elected include:

Alameda-Contra Costa Transit District
Bay Area Rapid Transit District (BART)
East Bay Municipal Utility District
East Bay Regional Park District

Although the East Bay Municipal Utility District (EBMUD) does not have a standing advisory committee, it does have ad hoc committees from time to time that work on special projects assigned by the District. The secretary of the District keeps a master list of citizens interested in working on these projects and names are selected from this list to form the committees. If this kind of appointment interests you, send a letter to the secretary of the District asking to be put on the master list. Also indicate your area of particular interest (e.g. water, sewage, recreation, solid waste management).

The Grand Jury

Each county has a grand jury, whose members are appointed by the superior court judges. Although the grand jury is an independent body, it is an arm of the Superior Court. The grand jury's functions are essentially investigatory, and are two-fold; criminal and civil. Both these functions are limited to persons, organizations, and crimes within the county lines.

The "procedure" for being appointed to the grand jury is as follows:

1. Each superior court judge nominates two people (advance permission given).
2. A drawing by lot establishes the panel of 30.
3. A second drawing identifies the grand jury of 19 people
4. If replacements are needed, they are drawn from the first panel.

The term of office is one year, from July 1 to June 30. Meetings are weekly, and committee involvement determines the total time commitment.

Acquaintance with and a request to the superior court judge will not guarantee appointment because of the lot drawing, but names can be resubmitted. If serving on the grand jury interests you, contact a friend who knows a judge; then submit your resume to the judge, along with letters of recommendation. (Ask a former grand jury member which judges would be open to this approach.) Don't let the term "Blue Ribbon Committee" scare or intimidate you. Strong and important moves are being made to change the structure of the grand jury, especially to make it more representative of the community which it serves.

School Boards

Currently as much as one half of each local tax dollar supports education. It thus becomes equally necessary for local school boards to seek advice from citizens the same way other branches of government do. City, county, and state governments make available to the public a list of boards and commissions on which citizens can serve. But no such list is available to the school districts of Alameda or Contra Costa counties.

Berkeley's Citizens' Budget and Finance Committee is the only standing committee throughout the districts on which citizens can serve. Districts have ad hoc committees addressing such subjects as school reorganization (4), curriculum (6), school finance (5), buildings, (4) and negotiations (1). Those districts which have received federal funding via the Elementary and Secondary Education Act have advisory committees as required. In Alameda County, Berkeley, Hayward, Castro Valley, Fremont, San Lorenzo have Personnel Commissions (responsibilities include making recommendations on merit systems for classified employees to which citizens are appointed. In Contra Costa County, the

Board of Education appoints at least one resource person from the community to serve on School Attendance Review Boards. This is in response to legislation requiring that such boards be formed to provide an alternative to the criminal justice system for truants and students.

Through the 1976 implementation of the Rodda Act, local school boards can establish committees to advise them on negotiations with their employees, and the public can be informed as to the educational issues which affect their children that are negotiated.

In the area of education, it is impossible to list all committees on which citizens could serve, as the list differs in each district. For those interested in this field of government, the following steps are suggested:

1. Find out if there are committees in your district who advise the governing board.
2. If there are committees -- find out how they are appointed, by whom, when, length of term, function, and effect. Apply!
3. If there are no committees -- find out if there is an active parent group and what issues they would like to have input into the decision-making process.
4. Organize a study group of citizens who should be responsive to community participation. The findings may lead to the establishment of a committee to do further study, or the findings may be directly taken by the governing board and may influence policy changes.

Where other branches of government realize they must have continuous citizen input, it remains for the citizens to determine how to make their voice heard by their local school boards, not only at election time, but as long as the educational product is being delivered.

ACKNOWLEDGEMENTS

Informational Exchange Committee

Susan Wait, Chairperson (Junior League of Oakland-East Bay, Inc.)
Conference Coordinators:
Joan Hughes (League of Women Voters)
Jo Ann Price (Junior League of Oakland-East Bay, Inc.)
Pat Stich (American Association of University Women)

Alameda County Commission on the Status of Women

College of Alameda

Cover design: David Lauer

Special thanks go to the Sacramento Branch of the American Association of University Women who sponsored the conference "Don't Miss your Appointment! (Apply for a Board or Commission)" at the State Capitol Building, in March, 1975.

To order additional copies of this handbook, please write:

Alameda County Commission on the Status of Women
401 Broadway, Fourth Floor
Oakland, CA 94607

Attention: Kate Quick

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